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# MANUAL

of

## The Interboard Committee

for

## Christian Work In Japan

1953



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## FOREWORD

The purpose of this manual is to record principles, procedures, and regulations which have been established by either the member boards in their manuals or the joint organization in its basic documents. It is expected that each missionary appointed by the member boards shall be familiar with the provisions of this manual and comply with them in the interests of a common fellowship and task. This manual cannot contain the details of many member board rules and practices and in such instances the missionary should follow the requirements of his board manual; all missionaries on furlough also are governed by the rules of their own boards.

Organizational life is not static and this manual will be revised from time to time to meet new developments. An appendix will contain summaries of certain provisions and regulations established by member boards.

## C O N T E N T S

### MANUAL OF THE INTERBOARD COMMITTEE FOR CHRISTIAN WORK IN JAPAN

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## I. DEFINITION OF THE JOINT ORGANIZATIONS

1. *The Interboard Committee for Christian Work in Japan* (office in New York) is the agent of ten foreign missions agencies, hereinafter listed, desiring to cooperate in rendering assistance to the Church of Christ in Japan and to such evangelistic, educational, social, medical, and other work among the people in Japan as may be mutually agreed upon.

- a) *The ten charter member agencies* annually elect the members of the Interboard Committee for Christian Work in Japan (a non-incorporated agency):

American Board of Commissioners for Foreign Missions representing the Congregational Christian Churches

United Christian Missionary Society representing the churches of the Disciples of Christ

Board of International Missions of the Evangelical and Reformed Church

Department of World Missions of the Evangelical United Brethren Church

Division of World Missions of the Board of Missions and Church Extension of the Methodist Church

Woman's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church

Board of Foreign Missions of the Presbyterian Church in the U.S.A.

Board of Foreign Missions of the Reformed Church in America

Board of Overseas Missions of the United Church of Canada

Woman's Missionary Society of the United Church of Canada

- b) *Other member agencies* may be admitted to this Committee upon agreeing to the Constitution and upon such other terms as the Committee may determine.
- c) *The Ad Interim Committee* of the Interboard Committee (in New York) takes emergency actions on matters



presented to it by the secretary and such other matters as may be given it by the Interboard Committee, provided neither budget nor the basic policy of the Committee is affected. The membership of the Ad Interim Committee is composed of the Interboard Committee officers and three additional members to be elected at the annual meeting.

d) *The Missionary Field Committee* is responsible for the work of the Interboard Committee as it pertains to the maintenance of the missionary personnel on the field.

1. Its membership consists of the Interboard Committee representatives on the Council of Cooperation; the Field Secretary and Field Treasurer are members without voting powers unless elected members of the Council of Cooperation.
2. Each member of the Field Committee has an elected advisory committee with whom to consult on matters related to Field Committee business.

2. *The Council of Cooperation* (office in Tokyo) manages all matters of cooperation between the Church of Christ in Japan, the Japan Christian Education Association, the Christian Social Work League, and the Interboard Committee (including constituent agencies of each organization) for the realization of an effective program of evangelism, education and social work.

a) *The membership of the Council of Cooperation* consists of:

- The moderator of the Church of Christ in Japan who shall be chairman
- Ten other members elected by the Church of Christ in Japan
- Eight members elected by the Japan Christian Education Association
- Six members elected by the Christian Social Work League
- Ten members elected by the Interboard Committee

b) *The Executive Committee of the Council of Coopera-*



tion takes all urgent actions requiring immediate attention and matters referred to it by the Council of Cooperation; all actions of the Executive Committee are subject to the review of the Council of Cooperation. The Executive Committee consists of: the officers of the Council, two members from among the representatives of each of the constituent bodies, one member representing kindergarten work (selected by the other members) and certain observers as listed in the Constitution of the Council of Cooperation.

- c) *The Central Cooperative Evangelism Committee*, as a sub-committee of the Council of Cooperation has general supervision of evangelistic matters; its membership consists of:

- Four representatives of the Church of Christ in Japan
- Two representatives of the Japan Christian Education Association
- Two representatives of the Christian Social Work League
- Three representatives of the Interboard Committee
- The chairman and two members of the General Evangelism Committee of the Church of Christ in Japan
- The vice-moderator and general secretary of the Church of Christ in Japan and others as needed may attend as observers.

- d) *The Central Cooperative Education Committee*, as a sub-committee of the Council of Cooperation has general supervision of educational matters; its membership consists of:

- Three representatives of the Church of Christ in Japan
- Six representatives of the Japan Christian Education Association
- Two representatives of the Christian Social Work League
- Three representatives of the Interboard Committee
- Observers as needed.

- e) *The Central Cooperative Social Work Committee*, as a sub-committee of the Council of Cooperation has general supervision of matters related to Christian social work; its membership consists of:
- Three representatives of the Church of Christ in Japan
  - Two representatives of the Japan Christian Education Association
  - Five representatives of the Christian Social Work League
  - Three representatives of the Interboard Committee
  - Observers as needed.
- f) *A District Cooperative Evangelism Committee* functions in each district of the Church of Christ in Japan. Its Japanese members are elected by the district in accordance with its rules; its missionary members are selected by the Interboard Committee missionaries resident in the district or by such method as may be agreed upon in the various districts.

## II. RESPONSIBILITIES OF THE JOINT ORGANIZATIONS

1. As the agent of the member boards in their common mission program, *the Interboard Committee* (office in New York):
- a) Receives from the Council of Cooperation detailed annual budget estimates, requests for personnel, and such other requests for support as the field may require.
  - b) Recommends to the member boards the requirements of personnel and financial support on a basis of mutual agreement.
  - c) Sends to Japan all missionaries and other workers upon their appointment by their respective boards.
  - d) Makes recommendations to member boards on missionary field salaries, maintenance costs, travel allowances, and other matters pertaining to the support of missionaries.

- e) Is the agency through which the member boards determine their common policy for work in Japan.
- f) Elects ten representatives on the Council of Cooperation and ten members on the Missionary Field Committee upon receiving nominations from the field.

2. *The Council of Cooperation* (office in Tokyo) acting as the cooperative agency of four constituent bodies (the Church of Christ in Japan, the Japan Christian Education Association, the Christian Social Work League and the Interboard Committee):

- a) Receives from the Church of Christ, the Japan Christian Education Association and the Christian Social Work League estimates of financial and personnel needs, and makes recommendations concerning the same to the Interboard Committee.
- b) Studies and makes recommendations for new phases of the work in which financial assistance and/or missionary personnel may be desired.
- c) Makes recommendations to the cooperating boards concerning real property in Japan (except missionary residences).
- d) Receives and assigns missionaries appointed by member boards, after consultation with the institutions and organizations involved.
- e) Makes recommendations to the Interboard Committee concerning the return to Japan or otherwise of all missionaries proceeding on furlough.
- f) Considers all matters referred to it by its constituent bodies.

3. *The Central Cooperative Evangelism Committee*, as a sub-committee of the Council of Cooperation and in association with the General Evangelism Committee of the Church of Christ, has responsibility for the general planning in the following matters:

- a) Evangelistic work in unoccupied areas.



- b) Assisting the evangelistic effort of churches in urgently needy areas.
- c) Evangelistic work in which missionaries participate.
- d) Other evangelistic efforts in which the Church of Christ and missionaries participate.
- e) All evangelistic budget estimates which are to be submitted through the Central Cooperative Evangelism Committee to the Council of Cooperation, as a general principle having their origin in the District Cooperative Evangelism Committees.

4. *The District Cooperative Evangelism Committees* plan evangelistic programs on the district level as they affect foreign funds and personnel; the implementation of these plans is effected in association with the district committees of the Church of Christ.

5. *The Central Cooperative Education Committee*, as a sub-committee of the Council of Cooperation and in association with the Japan Christian Education Association, has responsibility for making recommendations to the Council of Cooperation on the following matters only where boards funds are involved:

- a) Reconstruction and building programs of schools.
- b) Board grants to schools.
- c) Training of kindergarten teachers.
- d) Educational surveys.
- e) All other matters related to the development of Christian education.
- f) All educational budget estimates which are to be submitted through the Central Cooperative Education Committee to the Council of Cooperation.

6. *The Central Cooperative Social Work Committee*, as a sub-committee of the Council of Cooperation and in association with the Christian Social Work League, has responsibility for making recommendations to the Council of Cooperation on the following matters:

- a) All matters relating to Christian social work.
- b) All social work budget estimates, which are to be submitted through the Central Cooperative Social Work Committee to the Council of Cooperation.

7. In accordance with its general responsibility of providing maintenance service for missionaries appointed by member boards, the *Missionary Field Committee* has the following specific duties:

- a) Preparing annual estimates for missionary field salaries, children allowances, furlough travel allowances, medical allowances, language study grants, house rent and repair, the cost of transferring a missionary from one assignment to another, and the estimates for those boards which make the following grants: secretarial assistance grants, income tax refunds, and children's educational allowances.
- b) Supervising the housing of missionaries.
- c) Supervising the language study of missionaries until language requirements have been met.
- d) Medical care of missionaries, including health furloughs.
- e) Appointment or nomination of member board representatives to governing and advisory boards, joint committees, and special committees when the constitutions of the institutions and committees so provide.
- f) Receiving and transmitting annual personal reports of missionaries.
- g) Education of the children of missionaries.
- h) Advisory function in personal problems of missionaries affecting their work.
- i) Additional matters other than the assignment of missionaries which may be referred to the Committee by the Interboard Committee or the Council of Cooperation.

NOTE: In the execution of these duties the Field Committee may delegate responsibilities to non-Committee personnel.

### III. THE MISSIONARY AND HIS TASK

1. "*The supreme and controlling aim of missionary work abroad* is to make the Lord Jesus Christ known to all men as their Divine Saviour and to persuade them to become His disciples; to gather these disciples into Christian churches which shall be self-propagating, self-supporting, and self-governing; to cooperate with those churches in the evangelizing of their country and the world, and in bringing to bear on all human life the spirit and principles of Christ."

2. The *primary task of the missionary* in Japan must be defined in relation to the achievement of the above aim. A self-propagating, self-supporting and self-governing church has been established in Japan. The missionary comes to Japan at the invitation and in the service of the Church of Christ in Japan and related institutions. He is at the direction of the church as it faces its tasks in "evangelizing its countrymen and bringing to bear on all human life the spirit and principles of Christ."

The missionary may expect that his special skills and training will be recognized and utilized though he can be given no assurance of assignment to administrative responsibilities. He must be prepared to lose himself in the strengthening of the indigenous church and its witness to the Gospel in Japan.

3. The member boards recognize that the missionary may have a *dual church membership*: in the Church of Christ in Japan and in his home communion. Ordained missionaries are ministers of the Church of Christ in Japan without affecting their status in their home communions.

4. The member boards in committing themselves to cooperate with the Church of Christ in Japan do thereby recognize that their appointed missionaries constitute a *common fellowship of Interboard missionaries*.

5. When a missionary is *supported by the Interboard Committee*, he shall be an appointee of one member board, having met its requirements for appointment.



6. *Missionary Relationship with His Member Board.* Each board exists for the purpose of promoting the work on the field for which the missionary devotes his life. An unworthy act of a missionary brings discredit to his board, to the work it aims to do, and to Christ Himself, so the entire body suffers. Creditable and distinguished service contributes to the joy, satisfaction, and honor of all connected with the organization, as well as the Master. This applies not only to the personal conduct of the missionary but to the means and methods of work.

- a) Each missionary is urged to send to his board at least two publicity letters each year. Some boards require quarterly letters to either the board or supporting churches. Photographs of life and action, both of a general and especially of a missionary character, portraits of outstanding Christian leaders, and pictures interpretive of every type of work are of special value for use by the publicity departments of member boards.\*
- b) Although all official correspondence is conducted by the secretaries of the Council of Cooperation and the Inter-board Committee, the missionary is free to conduct an informal correspondence with his board secretary. Some member boards appoint correspondents for informational purposes.
- c) The missionary should recognize the dual nature of his relationships: he has his commission from his home church in North America and during his furlough resumes full participation in that church life; in Japan his membership and working relationship is with the Church of Christ. The two relationships can be mutually enriching and hold for the missionary the reality of a genuine ecumenical fellowship.
- d) An informal meeting of missionaries of any communion may be held annually at a time designated by the pro-

\*Pictures should be printed preferably on glossy paper and accompanied by fully interpretive captions, the name of the sender and the date of the picture.

gram committee of the Annual Meeting of Missionaries Related to the Church of Christ.

7. *Missionary Relationship with the Joint Organizations.* The member boards recognize that Japan is an area where former mission organizations have been superseded by a church field body as the administrative organization. In establishing the Interboard Committee for Christian Work in Japan and its participating with the Church of Christ in Japan, the Japan Christian Education Association and the Christian Social Work League in the Council of Cooperation, the member boards are parties to agreements which place defined responsibilities in the hands of representative church and school leaders. This is in keeping with the aim of foreign missions as defined by all member boards and a statement of which is recorded in this manual. (see III, 1)

- a) Each missionary is expected to associate himself with the joint organizations expressing the same loyalty he would give to a denominational body. In the spirit of his primary task as defined in III, 2 of this manual, he should be an understanding colleague of his fellow workers in the upbuilding of the organization to which he is related and refrain in every way from infringing on the autonomy of that organization.
- b) The Council of Cooperation receives from the Interboard Committee information about the appointment of each new missionary and upon completion of minimum language requirements, assigns him.
- c) Upon arrival at his place of assignment each missionary is expected to report as early as possible to the district chairman and in case he is assigned to an institution, he is expected to report to the head of that institution.
- d) The Missionary Field Committee appoints an experienced missionary as a counsellor for each new missionary during his full-time language study period.

8. *Missionary Relationship with the Government.* Missionaries should carefully refrain from involvement in the political affairs of the Japanese. They are expected to observe the laws of the country, particularly finance and currency regulations.

They should not give offense in any situation by expecting special privilege as foreigners.

9. Missionaries are expected to *register with their Consulates* upon their arrival and keep them informed of changes of address. As long as political tension continues in East Asia all missionaries (including husbands and wives) are urged to carry individual and valid passports.

10. Each missionary is expected to take an *annual vacation* of approximately one month, away from his residence if possible, and free from conferences, committee meetings and other professional duties. Annual vacations are not cumulative except by special authorization of the board concerned.

11. The missionary under salary from a member board is *expected to devote his whole time to his assignment*. If, with the express sanction and annual review of the Council of Cooperation, he is permitted to undertake remunerative work, money received for such work shall be transmitted to the Field Treasurer for deposit to the credit of the member board concerned.

12. Missionaries shall keep themselves free from *business relations and complications* with the Japanese people. They are not to borrow money from nationals or contract debts or engage in any form of buying and selling for gain or lend money to nationals on interest.

13. Each missionary shall prepare a *personal annual report* by January thirty-first of each year or such a date as the member board requires giving in a clear and interesting way a summary of his activity for the previous year. Such reports shall be made in triplicate and sent to the Field Committee office for the use of the member board, the Interboard Committee and the Missionary Field Committee.

#### IV. THE INTERBOARD COMMITTEE BUDGET

1. *The Interboard Committee Budget* is the means by which the member boards support a common program in Japan in a manner mutually agreed upon.



a) The budget is divided into the following classes:

Class I—Missionary Salaries and Children's Allowances

Class II—Missionary Maintenance Items

Class III—Evangelism

Class IV—Administration

Class V—Education

Class VI—Social Service

b) Member boards support certain sections of the budget as shared responsibilities on a prorated basis, and others as individual board commitments. These board commitments are for either their own appointed missionaries or historically related institutions. The budget classified in this manner appears as follows:

Class I—Missionary Salaries are non-prorated commitments

Class II—Missionary Maintenance is a non-prorated commitment

Class III—Evangelism—all items prorated except missionary work funds and some evangelistic projects which are non-prorated commitments

Class IV—Administration—all items are prorated

Class V—Education—contains both prorated and non-prorated items

Class VI—Social Service—contains both prorated and non-prorated items

2. *Budget estimates* are to be prepared by the Council of Cooperation annually in April eight months in advance of the budget year. These budget estimates should be sent promptly to New York, not later than May 10th. The September meeting of the Interboard Committee is devoted to the discussion of the budget estimates which shall thereupon be submitted to the member boards for their underwriting. The budget of the coming year shall be ready for final adop-

tion by the Interboard Committee at the December meeting of the previous year.

3. The *fiscal years* of the member boards are as follows:  
*Calendar Year*

American Board of Commissioners for Foreign Missions

Department of World Missions of the Evangelical United Brethren Church

Board of Foreign Missions of the Presbyterian Church in the U.S.A.

Board of Overseas Missions of the United Church of Canada

Woman's Missionary Society of the United Church of Canada

Board of Foreign Missions of the Reformed Church in America

*February 1 - January 31*

Board of International Missions of the Evangelical & Reformed Church

*June 1 - May 31*

Division of World Missions of the Board of Missions and Church Extension of the Methodist Church

Woman's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church

*July 1 - June 30*

United Christian Missionary Society

4. The *fiscal year of the Interboard Committee* is the calendar year.

5. *Budget remittances* by member boards to the Interboard Treasurer in New York are as follows:

Beginning with the 1951 budget payments, it is recommended that member boards make to the Interboard Committee Treasurer annual, semi-annual, quarterly or monthly payments on the Class III - VI items of the budget according to the following schedule which is adjusted to the fiscal years of the member boards.

SCHEDULE OF CLASS III-VI BUDGET PAYMENTS  
BY MEMBER BOARDS TO THE NEW YORK  
INTERBOARD COMMITTEE TREASURER

- a) Payments on a *monthly* basis, beginning, if possible, on January 15 are made by  
Board of International Missions of the Evangelical & Reformed Church  
American Board of Commissioners for Foreign Missions
- b) Payments on a *quarterly* basis (January 15, April 15, July 15 & October 15) are made by  
Woman's Missionary Society of the United Church of Canada  
Board of Overseas Missions of the United Church of Canada  
Department of World Missions of the Evangelical United Brethren Church  
Board of Foreign Missions of the Presbyterian Church in the U.S.A.  
Board of Foreign Missions of the Reformed Church in America  
Woman's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church
- c) Payments on *combined quarterly and semi-annual* basis (quarterly: May 15 and August 15; semi-annual: November 15) are made by  
Division of World Missions of the Board of Foreign Missions and Church Extension of the Methodist Church
- d) Payments on an *annual basis* (August) are made by  
United Christian Missionary Society

6. *Remittances* by member boards to the Interboard Committee in New York fall into *three general categories*; to avoid confusion it is urged that statements accompanying remittances indicate the category of each item. These categories are:



- a) *Missionary Salary Control Records.* A control sheet, listing basic salary, charges and credits for each missionary on the field is to be sent in triplicate on air mail paper to the Interboard Treasurer's office not less than ten days before the period to be covered; it shall be accompanied by a check covering the total of the net salaries and any other non-budget items which may be transmitted simultaneously to the field. The payment of children's allowances follow the same system.
- b) *Payments to the Interboard Committee budget,* including prorated items, board commitments and special appropriations. (Special appropriations are those grants for projects and property purchases approved from time to time for prorated support by the member boards.)
- c) *Transients:* these are non-recurring grants for construction and rehabilitation, special gifts and other non-Interboard budget items which the member boards are sending to Japan.

NOTE: The *terminology* recorded in the Interboard Committee budget is the official title to be used for reference to projects, programs, and institutions.

7. *Missionary Maintenance Items:* (medical expense, property taxes, rent, income tax refunds, travel advances, steamship tickets, property repair, language study grants, etc.) are to be paid as follows:

- a) Each board deposits with the Field Treasurer an amount not less than the average total monthly cost of its missionary maintenance items.
- b) At the end of each month the Field Treasurer sends to the board a list of all authorized expenditures and on the basis of this list the board shall restore the field missionary maintenance fund to its original amount.
- c) The Missionary Field Committee is responsible for authorizing payments on missionary maintenance items; it is guided by the principles established in the manuals of the member boards and the Interboard Committee. The Missionary Field Committee may delegate

responsibility to the Medical Committee, Language Study Committee, Shadan Committees or such other sub-committees as may be necessary.

8. The treasurer of the Interboard Committee *remits to the Field Treasurer* at the beginning of each quarter one-fourth of the approved budget appropriations for Classes III-VI. All financial remittances will be channeled from the member boards through the New York and field fiscal offices of the Interboard Committee. Any payment intended for the Interboard Field Treasurer is to be made through the New York Treasurer. It is recognized, however, that there will be cases when a member board treasurer may wish to make a direct remittance to a missionary on the field without the use of the regular remittance channels.

9. Member boards may request an *emergency or urgent payment* on the field provided either the Interboard treasurer, or secretary, or chairman concur, with the understanding that prompt payment will be made to the Interboard Committee treasurer covering the field advance.

10. The field treasurer receives from each missionary upon arrival a *travel expense report* on forms supplied by the member board; on each travel account is to be recorded the date of arrival upon the field as governed by each board manual. The date of payment of field salary is governed by the board manuals (see Appendix "Missionary Maintenance and Allowances"). The field treasurer reviews each travel account and sends it to the board treasurer concerned for final adjustment.

11. *Missionary salary payments in North America.* The missionary instructs his board directly about any dollar payments or deposits to be made in North America, recognizing that these authorized payments may not be charged against his field salary until several months later. The missionary may establish at the discretion of the field treasurer a dollar credit with the field office for transmission to his board treasurer. The field treasurer reports these credits monthly to the board treasurer concerned.

12. The field treasurer keeps a *ledger account for each missionary*, making reports on salaries as may be required by the member board regulations.

13. The Interboard Committee treasurer in New York makes *quarterly reports*; the field treasurer sends *monthly statements of balances* being held in the Interboard accounts; he also makes monthly reports to the member boards of the funds they have on deposit on an approved standard form or on forms desired by the member boards.

14. The accounts of the Interboard Committee in New York and Tokyo are to be *audited* by certified accountants who are to be chosen respectively by the Interboard Committee and the Missionary Field Committee.

15. In order to *meet opportunities* for purchasing property or supporting promising projects which *could not be anticipated in the budget*, three types of extra-budget categories are authorized:

- a) The Council of Cooperation is to present annually with the budget estimates to the Interboard Committee a *Property List* which places in order of priority those projects and property purchases intended for prorated support by the member boards.
- b) The Council of Cooperation may present from time to time *Opportunity Projects* which are primarily items, usually non-recurring, involving modest amounts of money, representing a limited program, which can be presented for support to individuals and local churches or organizations in America who are willing to make extra-budget gifts. Support for these opportunity projects is not guaranteed but will usually be stimulated by the worthiness of the project itself.
- c) Challenging projects of emergency nature representing urgent needs.

16. The *member boards* from time to time may request from either the Council of Cooperation or the Missionary Field Committee *lists of needed properties* intended to indicate their

specific building responsibilities; requests for missionary residences shall come from the Missionary Field Committee.

17. The member boards, pursuant of their post-war program of assisting in the training of Christian leadership in Japan, continue to maintain a limited program of *overseas scholarships* to candidates, under forty years of age, whose command of the English language and academic training qualify them for advanced study abroad and who are recognized for potential leadership in churches, schools and other areas of important Protestant activity; candidates on completing their study are expected to return to the institution and program for which they have been trained abroad. As a general rule, scholarship grants are determined on an annual basis. No scholarship can be granted until the candidate makes arrangements for the support of his dependents during his absence.

## V. OFFICES OF THE JOINT ORGANIZATIONS

1. The *officers of the Interboard Committee* in New York consist of a chairman, a vice-chairman, a secretary, a treasurer and a field treasurer; all of these are elected annually.

- a) The *secretary* carries on such correspondence and business of the Committee as may be committed to him at an office in New York.
- b) The *treasurer* is to be located in New York in one of the offices of the member boards; the duties of this financial officer are:
  - (1) The supervision of the bookkeeping.
  - (2) The rendering of such reports as the Interboard Committee may require.
  - (3) The receipt and disbursement of monies in accordance with the instruction of the Committee.
  - (4) The business of banking and exchange.
  - (5) Deposit and investment of funds.
  - (6) Any other act necessary to carry out the duties of a fiscal officer of such an organization.



c) The *field treasurer's office* is located in Tokyo with such additional branches as may be required; the duties of this officer are:

- (1) Establishment and operation of the approved accounting system with provision for monthly and quarterly reports.
- (2) Receipt and disbursement of monies for the account of the Interboard Committee.
- (3) Banking and exchange.
- (4) Payments on property maintenance, including repairs, insurance, taxes, etc.
- (5) Payments of missionary salaries and allowances and appropriations to designated recipients as the church, institutions, etc.
- (6) Engaging a competent staff to carry on the responsibilities and work of the office.
- (7) Maintaining a travel department for the benefit of the Interboard Committee missionaries, and others affiliated with the Interboard Committee.
- (8) Such other duties which naturally pertain to his office or may be specifically designated by the Interboard Committee from time to time.

d) The *secretary in New York* and the *field treasurer*, together with other associates in the offices, *may be supported by the member boards on a shared prorated basis* or be missionaries especially assigned to such duties.

e) The *maintenance of the Interboard Committee offices* in New York and Tokyo is to be on a prorated basis.

f) The *officers of the Missionary Field Committee* are to be elected by the committee annually and consist of a chairman, vice-chairman, field secretary, and field treasurer (the latter to be elected by the Interboard Committee in New York).

- (1) The field secretary conducts correspondence and business in connection with missionary

maintenance under the direction of the Committee. As a matter of principle, the field secretary should also be an ex-officio secretary of the Council of Cooperation.

- (2) The field treasurer performs the duties already defined in section V,1,c and does so in consultation with the Missionary Field Committee.

2. The *officers of the Council of Cooperation* consist of chairman, vice-chairman, the chairmen of the Central Cooperative Evangelism Committee, the Cooperative Education Committee, and the Cooperative Social Work Committee, two secretaries, and two treasurers (missionary and Japanese). The moderator of the Church of Christ is the chairman ex-officio; the others shall be elected at a general meeting.

- a) The *chairman* represents the Council of Cooperation and presides at all general meetings of the Council of Cooperation.
- b) The *vice-chairman* performs the duties of the chairman in his absence.
- c) The *secretaries* keep a complete record of the proceedings and in consultation with the chairman:
  - (1) Plan the work of the Council and its liaison with other organizations.
  - (2) Maintain correspondence in Japan and abroad.
  - (3) Prepare agenda and other business connected with meetings.
  - (4) Arrange and keep in custody important documents.
  - (5) Conduct the general business of the Council.
- d) The *treasurers* handle all funds of the Council and keep account of the same.
- e) Recognizing that the *Central Cooperative Evangelism Committee* must at once keep close contact with the General Evangelism Committee of the Church of Christ and the District Cooperative Evangelism Committees, the secretaries of the Central Cooperative

Evangelism Committee in consultation with the chairman keep records, maintain correspondence, and conduct business with this important liaison function in view.

3. The *addresses of the Joint Organizations* are:

The Interboard Committee for Christian Work in Japan  
Secretary's Office: 156 Fifth Avenue, New York 10,  
New York

Treasurer's Office: 150 Fifth Avenue, New York 11,  
New York

Cable address: INTERBOARD NEW YORK

The Council of Cooperation and the Missionary Field  
Committee

Secretary's and Treasurer's Offices

Protestant Christian Center

KyoBunKwan Building, 2 Yon Chome, Ginza

Chuo Ku, Tokyo, Japan

Cable address: INTERBOARD TOKYO

## VI. MISSIONARY MAINTENANCE

1. In *determining missionary salaries and allowances* for Japan, the member boards consult each other through the offices of the Interboard Committee. (For recent summarized information see Appendix "Missionary Maintenance and Allowances.")

2. *Allowances* which all boards grant are:

Baggage	Children's Allowances	Freight
Furlough Study	Language Study	Outfit
Medical	Rent where required	Travel

Some member boards grant:

Fuel and light costs	Re-outfit
House furnishings	Tuition cost of missionary
Refund on income tax	children
	Vacation travel

3. All *pension arrangements* are the responsibility of the communion which commissions the missionary.

## VII. MISSIONARY HEALTH

1. It is the *standard requirement* of all member boards that each missionary on the field shall have an *annual physical examination*.

- a) All annual examinations are to be reported in duplicate on the standard form "Annual Field Health Statement" (for married women, single women, and men) prepared by the Associated Mission Medical Office and approved by member boards.
- b) The Associated Mission Medical Office advises the following special examinations and immunizations for Japan missionaries and member boards have made them requirements:
  - (1) Yearly chest X-ray for all under 35 years.
  - (2) Yearly pelvic examination for all women (at least those over 40).
  - (3) Yearly rectal examination for all men over 40.
  - (4) Yearly stool examination for parasites, for blood in those over 40.
  - (5) Immunization:
    - (a) Typhoid: 3 injections 1 week apart, the one booster every year early summer or late spring
    - (b) Smallpox: Every 3 years, additional vaccination during epidemics.
    - (c) Typhus: 2 injections (booster in later autumn)
    - (d) Cholera: For those in contact with recent repatriates.
  - (6) Babies—smallpox, diphtheria, tetanus, whooping cough between 6 and 12 months, typhoid after one year.

2. *Immunization statements and annual physical examination reports* shall be sent to the chairman of the Field Medical Committee.



3. The *chairman of the Field Medical Committee* shall preferably be a missionary-doctor appointed by a member board; members of this committee shall as far as possible be persons with medical and nursing education with cognizance given to geographic representation. This committee is the official committee for all member board appointed missionaries.

4. The *duties of the Field Medical Committee* are:

- a) To maintain a file of physical examination reports and immunization reports.
- b) To keep all missionaries informed of health regulations and seek compliance with them.
- c) To survey regional medical facilities in Japan and advise missionaries of the best available local medical personnel and institutions.
- d) To receive from the sending member board the physical examination report of the missionary going to Japan for the first time or after furlough.
- e) To send to the member boards' medical offices a pre-furlough medical report of missionaries departing on furlough.
- f) To supervise the carrying out of any necessary treatment recommended.
- g) To supervise all physical health requirements recorded in this manual or required by member boards.

5. A member board may grant a *medical furlough* to a missionary upon receipt of a recommendation by both the Missionary Field Committee and the Field Medical Committee, such a recommendation to be accompanied by a certificate of a physician approved by the Medical Committee.

6. The *approval of the Field Medical Committee* is required when:

- a) A missionary desires to stay on the field *beyond the regular term of service*.
- b) A missionary living under unusual strain applies for a shortened term of service and a *pre-dated furlough*.

7. In cases of *emergency health situations* for adults and children, the chairman of the Field Medical Committee and Field Committee secretary should preferably obtain certification from two physicians, one of whom shall fill out the emergency medical report which most member boards require in such situations. The consent of the member board should be obtained before the missionary is sent home; this applies also in cases where children are accompanied by a parent.

8. It is the intention of all member boards to assist their missionaries in maintaining good health; missionaries are expected to *consult the Field Medical Committee on their health problems*. Member boards reserve the right to review the settlement of any medical bill which has been incurred because the missionary failed to maintain protective immunizations. It is assumed that reasonable care and economy will be followed in incurring medical expenses.

- a) All member boards assume the costs of the annual physical examinations and immunizations.
- b) The practices of member boards regarding payment of medical costs are not sufficiently uniform to make generalizations possible; see Appendix attached to this manual, "Member Board Medical Regulations," for details see member board manuals. The Field Medical Committee is expected to have up-to-date knowledge on the regulations of the member boards.
- c) The field treasurer may require the approval of the chairman of the Field Medical Committee or the member board concerned before making payment on bills from the medical funds of the member board.

## VIII. MISSIONARY WORK FUNDS

1. *Work Funds* are made available to missionaries in order that they may work effectively with the District of the Church of Christ, a local church or churches. In keeping with the prime purpose of the missionary as described in Article III the missionary regards his activity to be in cooperation with or under the direction of the District or the school to which

he is related; work funds are intended to give the resources to make this cooperation possible.

- a) Each evangelistic missionary or educational missionary doing part-time evangelism and each missionary working in a kindergarten or social service institution desiring work funds, such as travel, secretarial services, automobile maintenance, literature, postage, supplies, submits by March 15th each year to the District Cooperative Evangelism Committee estimate of the funds needed for his work during the ensuing year, which, when approved by the District Cooperative Evangelism Committee, is to be forwarded to the Central Cooperative Evangelism Committee which in turn arranges all such requests for submission to the April meeting of the Council of Cooperation (General Meeting) for inclusion in the budget estimates for the coming year.
- b) Regular language students and short-term missionaries are not eligible to receive work funds except by consent of their related member boards.
- c) The amount of work funds granted a missionary will vary considerably depending on whether it covers the cost of a missionary's part-time or full-time activity but shall not exceed in any case the maximum established by the Council of Cooperation.
- d) Since the missionary is a co-worker with his national associates in a common task, the payment of work funds should be so arranged that he does not become an employer of evangelists.
- e) The field treasurer pays work funds quarterly upon receipt of a statement of the missionary's work fund expenditures during the previous quarter. Year-end balances revert to the field treasurer to be credited to the work fund account of the member board involved.
- f) It is expected that nationals associated with missionaries in evangelistic work and receiving income from work funds shall be approved by the District Cooperative Evangelism Committee.

2. *Secretarial Allowances* are grants to cover the cost of a part-time employment of a secretary who can assist in letter-writing, speech preparation, advanced language study, and the preparation of other documents in which the Japanese language is needed.

- a) Those missionaries who do not have work funds or project funds may present estimates for secretarial allowances to the Missionary Field Committee not later than March 15th of each year; such estimates should carry with them adequate explanations.
- b) Language students and short-term missionaries are not eligible for secretarial allowances except by specific consent of the member board concerned.

3. *Projects\** in which a missionary participates are intended to be cooperative evangelistic and social service enterprises with the District; they are not the personal projections of the missionary's plans or ideas, but the creative planning of the missionary with his Japanese associates in the District.

- a) Budget estimates for these projects are presented to the District Evangelism Cooperative Committee not later than March 15th each year.
- b) If the project is incorporated, it is advised that the District Cooperative Evangelism Committee shall be asked to elect at least one third of the directors. If the project is not incorporated, the District Cooperative Evangelism Committee shall approve all personnel—evangelistic and social service—participating in the project; the District Cooperative Evangelism Committee, however, may delegate this responsibility to a special committee directing the work of the project.

4. *Language Study.* The first duty of a new full-term missionary is to acquire the Japanese language. In some instances, this may be begun before leaving for the field, but the major part of the study will be on the field. Since member boards provide time and funds for this purpose, nothing should be

\*The Woman's Division of Christian Service (Methodist) provides for secretarial allowances or project support but not work funds.



allowed to interfere with the attainment of a working knowledge of the language. Language students, however, may participate in not more than two hours of work weekly, not including Sunday activity.

- a) New missionaries are expected to complete within their first term of service the three-year language course. Two years of the three year term shall be completed at a language school approved by the Missionary Field Committee. Part or all of this work may be taken with a private tutor if the equivalent of the two year course prescribed by the School of Japanese Language. The third year course is to be prescribed by the Language Study Committee in connection with the Language School.
- b) The Language Study Committee supervises the study of the new missionary and conducts such examinations as it deems necessary until the three-year course is completed.
- c) The Interboard Committee has made financial investment in the School of Japanese Language and Culture in Tokyo and has representation on its board of trustees.

## IX. MEETINGS

1. The *Interboard Committee* (office in New York) holds meetings in full or ad interim session on the first Wednesday of every month except August. Additional meetings may be called by the chairman provided the secretary gives written notice of the time and place to each member.

- a) Annual meeting is held in January.
- b) A mid-year conference may be called in early summer.
- c) The Ad Interim Committee meets at the call of the chairman.
- d) At least five members or officially designated alternates present in a meeting shall constitute a quorum, provided four communions are represented. When a quorum is lacking, all actions are approved by absent

members through correspondence before they become operative.

2. The *Missionary Field Committee* (office in Tokyo) holds regular meetings on the first and third Thursdays of each month and such other special meetings as may be required for the transaction of its business. It may also provide for the transaction of business by correspondence.

3. *General Meetings of the Council of Cooperation* are held in April and November; the April meeting is considered the annual meeting.

- a) Special sessions of the full Council of Cooperation may be called by the chairman with the consent of the executive committee.
- b) Two-thirds or more of the members of the Council of Cooperation constitute a quorum at a general meeting provided every constituent body is represented by at least three members.

4. The *Central Cooperative Evangelism Committee* meets monthly and the *District Cooperative Evangelism Committees* meet at least twice a year; additional meetings may be called by the chairman or by the decision of the committee itself.

- a) The District Cooperative Evangelism Committees are the avenues for missionary participation in the life of the Church of Christ. Each local committee may meet as often as is necessary to fulfill its responsibilities which are primarily concerned with:
  - (1) local planning for the use of evangelistic funds which come from abroad
  - (2) the integration of the missionaries' work fund programs and projects into the total program of the District
  - (3) the fellowship and sharing of experience which forms the basis of a common working relationship.

- b) The activity of the District Cooperative Evangelism Committee is closely related to the functions of the other district committees in matters which involve funds and personnel from abroad.

5. *An Annual Meeting of Missionaries Related to the Church of Christ*, which includes all missionaries cooperating with the Church of Christ but which provides at least one session exclusively for Interboard Committee missionaries is held each year not for administrative purposes but for exchanging experiences, participating in worship, and sharing information. To achieve the same goals in the Districts there are also district and regional fellowship meetings of missionaries related to the Church of Christ; the frequency of these fellowship meetings is determined by the missionaries in the area. Budget provision is made to cover the minimum travel cost of these fellowship meetings.

6. For the purpose of kinship among missionaries of the same denomination, an *informal meeting of missionaries* of the same home church, if so desired, may be called in connection with the Annual Meeting of Missionaries Related to the Church of Christ (see article III, 6, d).

7. An *Interboard Committee Bulletin* is to be issued at least ten times annually to acquaint all Interboard missionaries with the actions taken by either the member boards or the joint organizations and to give information on missionary personnel. Through this bulletin articles of interest, reports of significance, and summaries of pertinent group or individual studies may be shared.

## X. TERMS OF SERVICE AND FURLOUGHS

1. In order to carry out the chief purpose of the first furlough, which is that of further study in preparation for future service, the member boards have fixed five years as the duration of the *first term of service*.

2. To meet special opportunities in the field the member boards appoint *short-term or contract missionaries*; such a term of service is generally for a period of three years.

- a) While these missionaries do not receive systematic language training, they are encouraged to devote their spare time to language study as a personal venture.
- b) They are not entitled to work funds except by special recommendation of the Central Cooperative Evangelism Committee and the member board concerned.

3. The *first regular term of service* is five years. *Subsequent terms of service* are generally six years; several member boards, however, which integrate furlough regulations with their other fields may have longer or shorter terms of service for Japan (see appendix entitled "Length of Field Service and Furlough"). Insofar as possible, the furlough period for educational missionaries should be adjusted to the Japanese school year if the school authorities so request.

4. Some member boards permit an *affiliated missionary relationship* for individuals who possess the same motivation and Christian qualifications as a missionary but have no board appointment. An affiliated missionary may enjoy the fellowship of the regional and annual meetings but has no official program or budget relationship.

5. When a missionary accepts travel and other allowances and leaves for the mission field, he thereby obligates himself to complete the appointed term of service on the field, unless prevented by his ill health. If for reasons other than health the *missionary cannot complete the full term of field service*, he shall make financial adjustment with the member board on the basis of actual service completed as compared with the required service.

6. Each missionary is governed by the *furlough regulations* of his related board.

7. It is expected that a missionary *will not leave Japan* without due authorization from the Council of Cooperation and the member board concerned.

8. Missionaries *contemplating marriage* during terms of service are expected to obtain the prior consent of the member boards concerned.



9. It is expected that missionaries reaching the *compulsory retirement age* shall leave the field. (See appendix "Length of Field Service and Furlough" for member board regulations regarding age of retirement.) Any exceptions to this rule must have unanimous consent of the Interboard Committee and the member board concerned. Extensions of service for missionaries who have reached the age of retirement can be made for only a year at a time.

10. *Requests for furlough* should be sent to the missionary-secretary of the Council of Cooperation by the missionary six months before the furlough is due.

11. The *return of each missionary to Japan* is to be acted upon by the Council of Cooperation within two months from the day of furlough.

- a) The result of the vote is forwarded to the Interboard Committee and the member board.
- b) Each member board reserves the right to follow its own judgment in consultation with the Interboard Committee in decisions as to the return after furlough of a missionary whose return has been requested by the Council of Cooperation.
- c) It is the policy of the member boards to send back to the field only those missionaries whose return has been requested by the Council of Cooperation.

## XI. PROPERTY

1. Each member board continues to hold its property in the *SHADANS* (legal holding bodies) in which they are originally registered. Each SHADAN has its own trustees and secretaries; estimates of SHADAN expenses are to accompany the Interboard Committee budget estimates.

2. The *SHADAN of the United Church of Canada* is the depository of all non-institutional property which the member boards jointly purchase; such property is held in trust for the Interboard Committee. Provision is made in the budget of the

# APPENDIX I: MEMBER BOARDS' MISSIONARY

ALLOWANCE	ABCFM	E & R	EUB	METHODIST
Baggage	100 lbs. per adult 50 lbs per child excess No insurance paid on baggage	350 per adult 175 per child	350 per adult 175 per child	350 lbs to Pacific port, 150 lbs to all other ports. Excess by motor truck or freight if time permits or by express if necessary.
Children's	Based on basal salary of parent 1-7 12% 7-12 18% 12-21 24% 21-22 24% if child is in college	1-8 \$150 8-15 \$200 15-22 \$350	1-10 \$200 11-17 \$300 college allowance \$350 when entering college	Based on basic salary of parent: 1-6 10% 6-14 15% 14-21 20% \$600 for child in college until 22 years of age.
Freight	5 cubic tons per adult 1 cubic ton per child, insurance to extent of \$1500, \$900, \$1000 for married couple, single man and single woman respectively after furlough 1 cubic ton per adult ¼ cubic ton per child.	2 cubic tons per adult plus expense of packing, freight costs, customs duties.	2 cubic tons per adult 1 cubic ton per child ½ customs fees Returning missionaries: 1 cubic ton per adult ½ cubic ton per child	2 cubic ton per adult. ¾ cubic ton per child. Freight is paid to destination.
House Furnishings	Nothing furnished.	No statement in manual.	Heavy furniture including refrigerators.	Heavy furniture supplied.
Outfit	\$600 per couple on appointment, (\$120 for each child) plus \$150 at end of 1st year on field; Single man \$360 Single woman \$420 if keeping house and additional \$75 is available.	\$250 per single person \$450 per couple \$75 per child	\$200 per adult	\$250 per single person \$450 per couple \$75 per child
Refit	\$125 per adult \$75 per child after minimum 2½ yrs. service; supplemental \$100 per adult \$50 per child prior to return to field.	No statement in manual.	None	\$150 per adult \$75 per child
Timing of Field and Furlough Salaries	Furlough allowance from date of arrival at destination in U.S. Field allowance—arrival on field.	Field salary begins date missionary leaves U. S. Ceases when he arrives in U.S.	Field salary during time on field. Furlough salary for furlough and travel time.	Field salary begins date missionary sails from U. S. Furlough salary begins on arrival in U. S.

# MAINTENANCE AND ALLOWANCES

PRESBYTERIAN	RCA	UCC-OMB	UCC-WMS	UCMS
350 lbs per adult 175 lbs per child	350 lbs per adult 175 lbs per child	350 per adult 175 per child	500 lbs per adult includes freight and baggage.	500 lbs per person
1-12 \$240 12-17 \$396 17-22 \$516	1-10 \$200 10-14 \$300 14-18 \$300	1- 8 \$156 8-12 \$200 12-18 \$250 18-22 \$350	None	1-5 \$125, 5-9 \$175 9-14 \$225 14-18 \$275 18-22 \$275 if in college. Plus \$50 per yr. when children are in homeland & on fields living away from home.
2 cubic tons per adult $\frac{1}{2}$ cubic ton per child plus insurance charges to destination (duties not to exceed \$50 per person) After furlough 1 cubic ton per adult $\frac{1}{2}$ cubic ton per child	3 cubic tons per adult for outfit plus customs dues, insurance on a sum not to exceed amount of outfit grant. Normal allowance on furlough: 1 cubic ton per adult $\frac{1}{2}$ cubic ton per child	2 cu. ton adult $\frac{1}{2}$ cu. ton per child insurance	Society furnishes houses thus no freight allowance.	2 cu. tons per adult customs duties and export packing. After furlough return to the field 1 cu. ton per adult.
Provides heating equipment.	No statement in manual.	\$1000 per home for basic furniture.	Heavy furniture, utensils, etc.; room, light & heat	No statement in manual.
\$500 per missionary.	\$300 per single missionary; \$600 per married couple; \$100 per short-term missionary.	\$500 married \$250 single	\$200 for two months rest prior departure for field. \$400 additional outfit allowance.	\$250 per single missionary; \$500 per married couple.
\$100 each adult \$50 each child	$\frac{1}{2}$ of regular grant if necessary. See above.	Subject to study in individual situation.	\$200 at the end of the second furlough only.	No statement in Manual.
Field salary begins when missionary arrives at station or language school. Furlough salary begins date he leaves station.	Field salary begins from date of arrival within the bounds of the mission. Furlough salary begins date of departure from field.	Furlough salary from date of embarkation until date of re-entry.	Field salary begins when missionary leaves her home for the field.	No statement in manual.

## APPENDIX II: MEMBER BOARDS' MEDICAL

ITEM	ABCFM	E & R	EUB	METHODIST
General Statement	Board pays all medical expenses.	The Board assumes payment of everything above the first \$50 annually per married couple \$25 per single person.	Board pays all service-related medical expense on field or furlough. In emergency pays large non-service related expense.	Board assumes total expense provided the manual's hygienic rules are followed.
Dental	One-half expenses will be met from special appropriations.	Reasonable bills may be presented for payment.	None	One-half of regular work, including dentures and required X-rays will be paid by Board. If cost is more than \$100 Board pays 75% of excess.
Hospitalization	Cared for except a reasonable amount per day is deducted for food to be paid from salary.	No statement in manual.	See above about emergency cases of heavy costs.	The equivalent of semi-private or nearest equivalent will be provided at Board expense. In confinement cases one-half the expense will be paid.
Medicines	One-half total cost of prescribed medicines.	No statement in manual.	Prescribed on service-related illness.	Paid by Board when prescribed. Special appliances subject to study & recommendation of the Medical Secretary.
Optical	One-half total cost.	Reasonable bills may be presented for payment.	None except service related.	Oculist's fee will be paid, including one pair glasses with each prescription. $\frac{1}{2}$ purchase price & maintenance of hearing aids.
Surgical	Paid by Board.	Paid by Board.	In emergency for major operations when not service-related.	No statement in manual.



# REGULATIONS FOR MISSIONARIES ON THE FIELD

PRESBYTERIAN	RCA	UCC-OMB	UC-WMS	UCMS
The missionary committee on the field will pay necessary medical & surgical expenses when incurred under approved field regulations.	As a general principle the Board will be responsible for expenses incurred for medical aid.	Married—Board pays first \$50 then share $\frac{1}{2}$ - $\frac{1}{2}$ . Single—Board pays first \$25 then share $\frac{1}{2}$ - $\frac{1}{2}$ .	All examining fees by Board. First \$50 paid by missionary, next \$100 paid by Board. Above \$100 is given special consideration.	The Society will pay bills on the field for medical and surgical treatment when incurred under proper field regulations.
Same as above.	One-half of expenses paid by Board.	Same rule.	The missionary is responsible for expenses up to \$100. Board pays the next \$100. Above \$200 is given special consideration.	No statement in manual.
Paid by Board when incurred under approved field regulations.	No statement in manual.	Same rule.	Each missionary is expected to be a member of some hospitalization plan.	No statement in manual.
Paid by the Board when prescribed.	Paid by the Board when prescribed.	Prescribed medicines same rule.	Prescribed medicines included in above policy.	Paid by the Society when prescribed.
Cost of glasses, hearing aids, etc. paid when authorized.	Examination fee by Board.	Examination fee paid but no glasses.	Examination fee by Board. Cost of glasses by missionary.	No statement in manual.
Paid by the Board when under approved field regulations.	Paid by the Board.	Same policy as above.	The missionary is responsible up to \$50 in any one year.	Paid by the Society.

### APPENDIX III: MEMBER BOARDS' TERM OF

ITEM	ABCFM	E & R	EUB	METHODIST
<b>FIRST TERM</b>				
Length of Term	5 years	5 years	5 years	5 years
Length of Furlough	12-14 months	1 year	1 year	12-15 months
Study Furlough?	Yes, generally $\frac{1}{2}$ study $\frac{1}{2}$ rest $\frac{1}{2}$ promotion but all-study possible	"not invariable but recommend- ed."		"major part furlough for study"
<b>SUBSEQUENT TERM LENGTH</b>				
Families	7 years	7 years	5 years	6 years
Single Person	2nd term 6 yrs. subsequent 7 yrs.	7 years	5 years	6 years
<b>SUBSEQUENT FURLOUGH LENGTH</b>				
Families	12-14 months	1 year	1 year	12-15 months
Single Person	same	same	same	same
<b>Alternate Term &amp; Furlough Arrangements</b>	No	Apparently yes	Furlough in proportion to field period in special cases. 2/10 of month furlough for every month of field service.	No statement in manual.
<b>Health Furlough</b>	Field Committee recommends; Prudential approves.	Certified by two doctors, authorized by mission.	Recommendation of Field Committee, Board consent.	Doctor's examination; recommendations by Bishop and missionary Committee needed.
<b>Retirement</b>			Men    Women	
Permissible	68 years age	65 years age	65      60	65 years age
Compulsory	70 years age	70 years age	70      65	70 years age

# MISSIONARY SERVICE AND FURLOUGH

PRESBYTERIAN	RCA	UCC-OMB	UCC-WMS	UCMS
5 years 12 months Yes, furlough study	5 years 12-15 months Yes, furlough study	5 years 1 yr. plus travel Yes	4 yrs. 10 mos. 14-16 months Apparently, yes	4½ years 13 months Yes
6 years 6 years	6 years 9 mos. 6 years 9 mos.	5 years 5 years	4 yrs. 10 mos.	5½ years 5½ years
12 months same	15 months same	1 yr. plus travel same	14 months	13 months same
5 year term with 10 month furlough	No	3 yrs. term for husband sepa- rated from family	"Arranged in in- dividual cases"	No
Medical certi- ficate plus field action; also board consent.	"Subject to Board approval on field recom- mendation."	"Dealt with individually"	"As requested"	Upon recom- mendation two doctors
Single Men Women 65 60	65 years	68 years after 40 years service	65 years	Men Women 65 62
70 65	70 years	70 years	68 years	67 67

# CONSTITUTION OF THE INTERBOARD COMMITTEE FOR CHRISTIAN WORK IN JAPAN

(November, 1952)

- I. NAME: The name of this organization shall be the Interboard Committee for Christian Work in Japan, hereinafter called The Committee.
- II. OBJECT: The object of this Committee shall be to act as the agent of those mission boards and societies desiring to cooperate in rendering assistance to the Church of Christ in Japan and to such evangelistic, educational, social, medical and other work among the people of Japan as may be mutually agreed upon.
- III. MEMBERSHIP: 1. The following mission boards and societies shall be charter members of the Committee:
- American Board of Commissioners for Foreign Missions representing Congregational Christian Churches
  - United Christian Missionary Society representing the churches of the Disciples of Christ
  - Board of International Missions of the Evangelical and Reformed Church
  - Department of World Missions of the Evangelical United Brethren Church
  - Division of Foreign Missions of the Board of Missions and Church Extension of the Methodist Church\*
  - Woman's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church
  - Board of Foreign Missions of the Presbyterian Church in the U. S. A.
  - Board of Foreign Missions of the Reformed Church in America
  - Board of Overseas Missions of the United Church of Canada
  - Woman's Missionary Society of the United Church of Canada
2. Those mission boards and societies not wishing to become full cooperating members of the Committee may become associate members of the Committee on such basis as may be mutually agreed upon.
3. The member boards shall elect annually on or before December 31 one member each and an official alternate for that member. These members shall take office in January of the following year; alternates shall participate with voting rights when attending in the absence of a committee member.

\*Name changed to: Division of World Missions of the Board of Missions and Church Extension of the Methodist Church.



4. Other bodies may be admitted to the Committee upon agreeing to the Constitution and upon such other terms as the Committee may determine.

IV. FIELD REQUESTS: The Committee shall receive a detailed annual budget of financial askings, and requests for personnel from the Church of Christ in Japan, from the Christian Education Association, and from other agencies and institutions in Japan, in such manner as may be mutually agreed upon. After careful examination, the Committee shall recommend to the constituent boards and societies the requirements in personnel and/or funds and each board's proportionate share.

V. MISSIONARIES: 1. The Committee shall send to Japan all missionaries and other workers upon their appointment by their respective boards.

2. The field salaries, maintenance costs, and travel allowances of missionaries shall be determined by the cooperating boards upon recommendation of the Committee.

VI. SUPPORT: The work in Japan and the administrative office of the Committee shall be supported by the cooperative boards on such basis and in such proportion as the Committee may recommend, and as the cooperating boards and agencies may determine.

VII. OFFICERS: 1. The officers of the Committee shall consist of a chairman, a vice-chairman, a secretary, and a treasurer.

2. The secretary, who may or may not be an employed officer shall have charge, under the direction of the Committee, of the general affairs of the Committee.

VIII. AD INTERIM COMMITTEE: There shall be an Ad Interim Committee composed of the chairman, vice-chairman and three members elected annually. The IBC secretary shall be the secretary of the Ad Interim Committee. The functions of this Ad Interim Committee shall be to take emergency actions on matters presented to it by the secretary and such other matters as may be given it by the IBC, provided neither the budget nor the basic policy of the Committee is affected. This Ad Interim Committee shall send its minutes to all members and associate members of the Committee. Such minutes shall be subject to review by the Committee and shall be attached to the regular minutes.

IX. WITHDRAWALS: A cooperating body may withdraw from the Committee by giving at least one year's notice of such intention. Its financial appropriations and personnel for the work shall not be reduced or withdrawn without giving an additional year's notice.

- X. **AMENDMENTS:** Amendments to this Constitution may be made by a majority vote of the Committee at any regular or special meeting, subject to the approval of two-thirds of the cooperating boards and agencies.

## **PROPOSED BY-LAWS**

- I. **MEETINGS:** The Committee shall hold an annual meeting in the month of January. Due notice shall be given by the secretary.
2. Other meetings shall convene at such an hour and place as shall be designated at the previous meeting or by written notice of the secretary.
- II. **QUORUM:** At least five members or officially designated alternates present in a meeting shall constitute a quorum provided four communions are represented.
- III. **OFFICERS AND TERMS OF OFFICE:** The officers of the Committee—the chairman, vice-chairman, secretary, and treasurer—shall be elected at the annual meeting of the Committee. They shall hold office until their successors are elected. A vacancy occurring in any of the offices may be filled at any succeeding meeting, each person elected to fill such vacancy to hold office for the unexpired term of his predecessor.
- IV. **DUTIES OF OFFICERS:** 1. The chairman—and in his absence, the vice-chairman— shall preside at each meeting of the Committee.
2. The secretary shall carry on such correspondence and business of the Committee as may be committed to him. He shall keep the records of the Committee and of its Ad Interim Committee.
3. The treasurer shall receive all monies remitted to the Committee and receipt therefor, and shall deposit, disburse, or invest the funds of the Committee as the Committee may direct. He shall report to the Committee the state of its finances each quarter and oftener if it is required. He shall issue an annual audited financial statement to the member boards and agencies.
- V. **AMENDMENTS:** Amendments to these by-laws may be made by majority vote of the Committee at any regular or special meeting of the Committee, provided that notice of the amendments is given three months in advance of the meeting at which they are to be considered.

—As revised by Actions 4997, 4998, 4999, 52106, and 52107

# CONSTITUTION OF THE COUNCIL OF COOPERATION

(April 15, 1952)

## PREAMBLE

For the realization of a more efficient and suitable program of evangelism, education and social work to meet the challenge of the present social situation in Japan, the Church of Christ in Japan, the Japan Christian Education Association (except schools related to other than Interboard Committee member boards), the Christian Social Work League and the Interboard Committee, in the spirit of Christian fellowship, mutually respecting the autonomy of each and on the basis of the most intimate cooperation, determine upon the following constitution.

## NAME

- I. There shall be a Council of Cooperation in Japan, (hereinafter called the Council).

## OBJECT

- II. The object of the Council shall be to manage all matters of cooperation between the Church of Christ in Japan (Nihon Kirisuto Kyodan), the Japan Christian Education Association (Nihon Kirisutokyo Kyoiku Domei Kai), the Christian Social Work League (Kirisutokyo Shakaijigyo Domei) and other agencies and institutions in Japan and the Interboard Committee for Christian Work in Japan (hereafter Interboard Committee) and its constituent boards and agencies.

## CONSTITUENT BODIES

- III. The Council shall be constituted by the following organizations:
  1. The Church of Christ in Japan and its various related bodies.
  2. The Japan Christian Education Association and its constituent bodies.
  3. The Christian Social Work League and its constituent bodies.
  4. The Interboard Committee and its constituent bodies.

## DUTIES

- IV. In order to accomplish the object as stated in Article II, the Council shall have the following duties:

1. The Council shall receive from the Church of Christ in Japan, the Japan Christian Education Association and the Christian Social Work League estimates of financial and personnel needs and shall make recommendations concerning the same to the Interboard Committee.
2. The Council shall also study and make recommendations for new phases of work in which financial aid and/or missionary personnel are desired.
3. All recommendations concerning property in Japan (except missionary residences) belonging to the cooperating boards shall be made by the Council to the cooperating boards through the Interboard Committee.
4. Missionaries appointed to Japan by the cooperating boards shall be assigned by the Council.
5. The Council shall make recommendation to the Interboard Committee concerning the return to Japan or otherwise of all missionaries or other workers on furlough.
6. The Council shall also deal with all other matters recognized as necessary.  
In carrying out the above items a general meeting of the Council may, in cases of special need, appoint special committees to handle such matters.

## MEMBERSHIP

- V. For the handling of the matters referred to in the preceding article the following members shall hold meetings.
  1. In addition to the moderator, ten representatives elected by the Church of Christ in Japan.
  2. Eight representatives elected by the Japan Christian Education Association.
  3. Six representatives elected by the Christian Social Work League.
  4. Ten representatives elected by the Interboard Committee.
- VI. The term of membership in the Council shall be two years, but members shall be eligible for re-election. Vacancies shall be filled by the appointing body. Members elected to fill the vacancies shall serve for the unexpired term.

## GENERAL MEETINGS

- VII. General meetings of the Council shall be held twice a year; namely, in April and November, but the April general



meeting shall be the annual meeting. When needed, special meetings of the Council may be called by the chairman with the consent of the Executive Committee.

- VIII. Two-thirds or more of the members of the Council shall constitute a quorum at a general meeting, but every constituent body of the Council must be represented by at least three members.

- IX. General meetings shall handle the following matters:

1. Evangelistic work in unoccupied areas.
2. Helping the evangelistic work of churches in urgently needy areas.
3. Evangelistic work by missionaries.
4. Other needed work in connection with evangelism.
5. Construction of church buildings.
6. Scholarships for ministers' children.
7. Overseas Scholarships.
8. Rural work.
9. Training of ministers.
10. Christian Social Work.
11. Kindergarten work.
12. Planning publication of Christian literature.
13. Reconstruction of schools.
14. Requests to the boards for grants to schools.
15. Training of kindergarten teachers.
16. Educational surveys.
17. Other matters related to the development of Christian Education.

- X. When necessary a General Meeting may appoint committees. Committee members retain office for the length of their terms of office as members of the Council.

- XI. A General Meeting may invite the following to attend as observers:

1. Vice Moderator and General Secretary of the Church of Christ in Japan, General Secretary of the Japan Christian Education Association and General Secretary of the Christian Social Work League.
2. Representative(s) of Boards not belonging to the I.B.C.
3. Others as need arises.

#### EXECUTIVE COMMITTEE

- XII. An Executive Committee shall be appointed to manage business between general meetings. The Executive Committee shall be composed of the following persons:

1. The officers of the Council.

2. Two members from among the representatives of each of the constituent bodies as listed in Article III.
  3. One member representing kindergarten work to be selected by the above members.
- Observers mentioned in No. 1 of Article XI may attend Executive Committee meetings.

**XIII.** The Executive Committee shall handle the following matters:

1. Matters referred to it by a general meeting.
2. Urgent matters requiring immediate action.

The committee shall report the above actions to a general meeting, certain of them for ex post facto approval.

### **MISSIONARIES**

**XIV.** Missionaries shall be registered as missionaries of the Church of Christ in Japan.

**XV.** Ordained missionaries shall be recognized as ministers in full standing by the Church of Christ in Japan, but missionaries retain their relationship to their home churches.

**XVI.** The work of missionaries shall be as follows:

1. Evangelism.
2. Education.
3. Social work.
4. Other needed work.

**XVII.** Missionaries shall cooperate with the district (kyoku) in which they reside.

**XVIII.** No missionary shall establish any new work involving a continuing budget without approval of the Council.

**XIX.** Missionaries shall make reports to each annual meeting.

### **COMMITTEES**

**XX.** There shall be a Cooperative Evangelism Committee, a Cooperative Education Committee and a Cooperative Social Work Committee.

### **COOPERATIVE EVANGELISM COMMITTEE**

**XXI.** The Cooperative Evangelism Committee shall be selected at a general meeting and shall consist of the following members:

1. Four from the Church of Christ in Japan representatives.

2. Two from the J. C. E. A. representatives.
3. Two from the C.S.W.L. representatives.
4. Three from the I.B.C. representatives.
5. Chairman and two members from the General Evangelism Committee of the Church of Christ in Japan.  
The Church of Christ in Japan Vice-Moderator and General Secretary may attend as observers, and in addition others as needed.

XXII. The Cooperative Evangelism Committee in association with the General Evangelism Committee shall handle items 1 to 4 of Article IX.

XXIII. The Chairman of the Cooperative Evangelism Committee shall be elected by a general meeting.

XXIV. The Cooperative Evangelism Committee shall meet monthly but when necessary, the Chairman can call special meetings.

### **COOPERATIVE EDUCATION COMMITTEE**

XXV. The Cooperative Education Committee shall be selected at a general meeting and shall consist of the following members:

1. Three from the Church of Christ in Japan representatives.
2. Six from the J. C. E. A. representatives.
3. Two from the C.S.W.L. representatives.
4. Three from the I.B.C. representatives.  
As need arises, others may attend as observers.

XXVI. The Cooperative Education Committee in association with the J.C.E.A. shall handle items 13 to 17 of Article IX.

XXVII. The Chairman of the Cooperative Education Committee shall be elected from among the J.C.E.A. representatives at a general meeting.

XXVIII. The Cooperative Education Committee shall meet semi-annually but when necessary, the Chairman can call special meetings.

### **COOPERATIVE SOCIAL WORK COMMITTEE**

XXIX. The Cooperative Social Work Committee shall be selected at a general meeting and shall consist of the following members:

1. Three from the Church of Christ in Japan representatives.
2. Two from the J.C.E.A. representatives.
3. Five from the C.S.W.L. representatives.

4. Three from the I.B.C. representatives.  
As need arises, others may attend as observers.

- XXX. The Cooperative Social Work Committees in association with the C.S.W.L. shall handle item 10 of Article IX.
- XXXI. The Chairman of the Cooperative Social Work Committee shall be elected from among the C.S.W.L. representatives at a general meeting.
- XXXII. The Cooperative Social Work Committee shall meet semi-annually but when necessary, the Chairman can call special meetings.

### OFFICERS

- XXXIII. The officers of this Council shall be Chairman, Vice-Chairman, the Chairmen of the Cooperative Evangelism Committee, the Cooperative Education Committee and the Cooperative Social Work Committee, two recording secretaries and two treasurers. The Moderator of the Church of Christ in Japan shall be Chairman ex-officio, the others shall be elected at the November general meeting.
- XXXIV. The duties of the officers shall be as follows:
1. The chairman of the Council shall represent the Council and preside at all general meetings of the Council.
  2. The vice-chairman shall assist the chairman and perform his duties in his absence.
  3. The recording secretaries shall keep a complete record of the proceedings.
  4. The treasurers shall handle all funds and other (financial) business of the Council.

### STAFF

- XXXV. There shall be several secretaries (Shuji).
- XXXVI. These secretaries as directed by the chairman shall handle the following matters:
1. Planning the work of this Council and liaison.
  2. Correspondence and liaison in Japan and abroad.
  3. Preparation and arrangements of agendas.
  4. All business connected with meetings.
  5. Custody and arrangement of important documents.
  6. Other general business of the Council.

## FINANCE

- XXXVII. The expense of this Council shall be apportioned among the constituent bodies. The expense budget of this Council shall be determined at a general meeting.
- XXXVIII. Requests for grants shall be made as follows:
1. Requests related to evangelism shall be submitted to the Cooperative Evangelism Committee and approved by the Council.
  2. Requests related to education shall be submitted to the Cooperative Education Committee and approved by the Council.
  3. Requests related to social work shall be submitted to the Cooperative Social Work Committee and approved by the Council.
  4. Proposals from the Interboard Committee shall be referred to the Council.
  5. Requests related to other matters shall be submitted to the Executive Committee.
- XXXIX. The distribution of grants shall be carried out as follows:
1. Grants for evangelism shall be transmitted to the Kyodan or other related agencies.
  2. Grants for education shall be transmitted to schools and other institutions.
  3. Grants for social work shall be transmitted to the Christian Social Work League or other related agencies.

## OFFICE

- XL. The office of this Council shall be in the Christian Center, 2, 4-chome, Ginza, Chuo Ku, Tokyo.
- XLI. Changes in this constitution may be made by the agreement of two-thirds or more of those present at a general meeting of the Council; but the approval of each constituent body must be secured.



## INTERBOARD MISSIONARY FIELD COMMITTEE CONSTITUTION

(December, 1951)

- I. NAME—The name of this Committee shall be the Interboard Missionary Field Committee.
- II. PURPOSE—The purpose of this Committee is to provide for the maintenance of Interboard Committee missionary personnel on the Field and to consider such matters as may be referred to it by the Interboard Committee or the Council of Cooperation.
- III. MEMBERSHIP—The Interboard Missionary Field Committee shall be composed of ten missionaries, representing the ten member boards of the Interboard Committee. These ten missionaries shall be elected by the Interboard Committee for a term of two years on nomination from the Field. \*Eight of them shall be designated by the Interboard Committee as their representatives on the Council of Cooperation (CoC Constitution Article V,3). Each Field Committee member shall have an advisory committee of from three to six members, elected from his own denominational group for the purpose of consultation on matters relating to Field Committee business.
- IV. OFFICERS—The officers of this Committee shall be a Chairman, Vice-Chairman, Secretary and Treasurer. The Secretary and Treasurer need not be voting members of the Committee. The Treasurer of the Field Committee is appointed by the Interboard Committee. The other officers shall be elected annually by the Field Committee at a meeting in January.
- V. DUTIES—The powers and duties of the Interboard Missionary Field Committee shall be to make provision for:
  1. The drawing up of annual estimates for missionary salaries and allowances as follows: A. Field salaries; B. Children's allowances; C. Health grants and medical allowances; D. Grants for language study and Japanese secretarial help; E. Grants for house rent and repairs; F. Moving expenses.
  2. The housing of missionaries.
  3. Supervision of the language study of missionaries until language requirements have been met.
  4. Medical care of missionaries, including health furloughs.
  5. The appointment of Board representatives to governing and advisory Boards, joint committees, and special committees when the Constitutions of institutions and committees call for such appointment.

\*Changed to "ten" by revision of Constitution of Council of Cooperation. (Art. V,4)

6. Publicity reports pertaining to the personal work of the missionary.
7. Education of missionary children.
8. Advisory function in personal problems of missionaries.
9. Additional matters other than the assignment of missionaries which may be referred to the Committee by the Interboard Committee or the Council of Cooperation.

- VI. SUB-COMMITTEES—The Committee shall appoint sub-committees as seems advisable for the carrying out of the above duties. Non-committee personnel may be coopted for service on these sub-committees.
- VII. MEETINGS—The Committee shall hold regular monthly meetings and such other meetings as may be required for the transaction of its business. The Committee may also provide for the transaction of business by correspondence.
- VIII. PROCEDURES—The Committee shall establish appropriate methods and regulations for the conduct of its work.
- IX. AMENDMENTS—This Constitution may be amended by vote of the Interboard Missionary Field Committee, subject to the approval of the Interboard Committee.

Note: The term "member boards," as used in this Constitution, refer to the following:

American Board of Commissioners for Foreign Missions representing Congregational Christian Churches

United Christian Missionary Society representing the churches of the Disciples of Christ

Board of International Missions of the Evangelical and Reformed Church

Department of World Missions of the Evangelical United Brethren Church

\*Division of Foreign Missions of the Board of Missions and Church Extension of the Methodist Church

Woman's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church

Board of Foreign Missions of the Presbyterian Church in the U. S. A.

Board of Foreign Missions of the Reformed Church in America

Board of Overseas Missions of the United Church of Canada

Woman's Missionary Society of the United Church of Canada

\*Name changed to: Division of World Missions of the Board of Missions and Church Extension of the Methodist Church.





















